

HSCDSB - RETENTION SCHEDULE

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Class Code	Retention Category
A00	Administration - General
A01	Associations / Organizations
A02	Audio / Visual Services
A03	Charities
A04	Conferences / Seminars - External
A05	Conferences / Seminars - Internal
A06	Consultants / Contractors
A07	Equipment
A08	Forms
A09	Freedom of Information
A10	Fundraising
A11	Graphics Standards
A12	Intergovernmental Relations / School Boards
A13	Inventory Control
A14	Library Services
A15	Mail Services
A16	Memberships
A17	Parking
A18	Printing / Duplicating Services
A19	Records Disposition
A20	Records Management
A21	Staff Meetings / Committees
A22	School Councils
A23	Translation / Interpretation Services
A24	Travel and Accommodations
A25	Vendors / Suppliers / Caterers

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Class Code	Retention Category
B00	Building Maintenance / Operations / Development - General
B01	Accommodations Planning
B02	Building Approvals
B03	Building Improvements
B04	Capital Building Projects
B05	Drawings
B06	Emergency
B07	Environmental / Recycling Programs
B08	Inspections
B09	Land Surveys
B10	Maintenance
B11	Material Safety Data Sheets
B12	Occupational Health and Safety
B13	Operational Equipment
B14	Operations
B15	Protective Equipment
B16	Security
B17	Specifications
B18	Substance Control / Exposure
B19	Vehicles

Class Code	Retention Category
C00	Curriculum Programs - General
C01	Curriculum Guidelines
C02	Curriculum Planning
C03	Curriculum Program Proposals
C04	Curriculum Program Reviews
C05	Curriculum Writing Projects
C06	Extracurricular / Co-Curricular Activities
C07	Field Trips / Education Outside the Classroom
C08	Outlines / Courses of Study
C09	Special Education Program
C10	Teaching Units / Curriculum Ideas
C11	Timetables / Schedules

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Class Code	Retention Category
E00	Education in the Community / Continuing Education - General
E01	Careers Information
E02	Community Education / Liaison
E03	Continuing Education / Night School
E04	Continuing Education / Summer School
E05	Co-operative Education
E06	Day Care Programs
E07	Heritage Programs
E08	Parks and Recreation Programs
E09	Post-Secondary Education
E10	Safety and Health Awareness Programs
E11	Second Language Programs
E12	Volunteer Development

Class Code	Retention Category
F00	Finance - General
F01	Accounts Payable
F02	Accounts Receivable
F03	Assessments / Taxation
F04	Assets
F05	Audits
F06	Banking
F07	Budgets
F08	Capital Projects Financing
F09	Capital Revenue
F10	Cash Receipts
F11	Cheque Requisitions
F12	Cheques
F13	Debentures and Bonds
F31	Donations / Scholarships Funds Bequests
F14	Employee and Trustee Expenses
F15	Financial Statements
F16	Financial Working Papers
F17	General Ledger
F18	Grants / Subsidies / Funding
F19	Investments
F20	Journal Entries / Vouchers
F32	Levy
F21	Payroll
F22	Purchase Orders
F23	Purchasing
F24	Records of Assessment
F25	School Support
F26	Student Council Funds
F27	Subsidiary Ledgers, Registers and Journals
F28	Taxation
F29	Tenders / Quotations
F30	Transportation

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Class Code	Retention Category
H00	Human Resources - General
H01	Attendance and Scheduling
H02	Benefits
H03	Benefit Claims
H04	Certification
H05	Direct Deposit Authorizations (DDA)
H06	Employee Complaints / Harassment / Human Rights
H07	Employee Claims
H08	Employee - Medical Record - General
H09	Employee - Pension Record
H10	Employee Record
H11	Employment Equity
H12	Health and Safety
H13	Job Descriptions / Tasks
H14	Leaves of Absence
H15	Long Term Disability Claims
H16	Pay Equity
H17	Pension / Superannuation
H18	Performance Management
H19	Positions
H20	Recruitment / Selection
H21	Retirement
H22	Salary Administration
H23	Severance Programs
H24	Staff Allocation / Staff Lists
H25	Staff Development
H26	Staff Planning
H27	Temporary Employment
H28	Transfers / Placements / Promotions
H29	Union - General
H30	Union - Bargaining Records
H31	Union - Collective Agreement Administration
H32	Union - Grievances and Arbitration
H33	Union - Labour Certification
H34	Union - Negotiations
H35	Union - Strike Plans
H36	Unsolicited Resumes
H37	Vacation / In-Lieu
H38	WSIB Claims / Rehabilitation

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Class Code	Retention Category
I00	Information Technology - General
I01	Application Development / Implementation / Operations
I02	Business Systems - Design / Development
I03	Business Systems - Operation
I04	Computers - General
I05	Computer / Information Systems
I06	Information Systems
I07	Information Technology - Hardware/Software Administration
I08	Information Technology - Services Requests (ITSR's)
I09	Information Technology - Standards
I10	Instruction Manuals
I11	Telephone & Voice Mail Systems

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Class Code	Retention Category
L00	Legal – General
L01	Accident Reports
L02	Acts / Regulations
L03	Advice / Opinions - General
L04	Appeals / Hearings
L05	Business Organization - General
L06	Claims / Litigation
L07	Compliance
L08	Compliance - Tax Returns
L09	Compliance - Orders - Agency / Court
L10	Contracts and Agreements - Simple
L11	Contracts and Agreements - Under Seal
L12	Contracts and Agreements - Contract Performance
L13	Contracts / Agreements - Real Property Improvements
L14	Copyright / Trademark / Patents
L15	Hearings / Proceedings
L16	Insurance
L17	Insurance - Future Liability
L18	Leases / Mortgages
L19	Permits / Facility Bookings
L20	Police Matters
L21	Precedents
L22	Property Damage
L23	Property Matters

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Class Code	Retention Category
M00	Management / Policy - General
M01	Administrative Council
M02	Appointments to Boards and Committees
M03	Board Agenda
M04	Board Minutes
M05	Board Reports
M06	By-Laws
M07	Correspondence - Executive
M08	Education Guidelines
M09	Elections
M10	Legislation - Federal
M11	Legislation - Provincial
M12	Ministries / Agencies - Federal
M13	Ministries / Agencies - Provincial
M14	Municipalities - Area
M15	Municipalities - Other
M16	Organization
M17	Policies / Procedures / Guidelines
M18	Strategic Planning
M19	Trustees
M20	Trustee Committees
M21	Trustees Register

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Class Code	Retention Category
P00	Public Relations / Communications - General
P01	Advertising
P02	Complaints and Commendations
P03	Contact / Mailing Lists
P04	Events
P05	Media Relations / News Releases
P06	Memorabilia
P07	News Clippings
P08	Photographs
P09	Promotions
P10	Publications
P11	Speeches / Presentations

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Class Code	Retention Category
R00	Research / Planning - General
R01	Community / Parent Research
R02	Curriculum / Program Research
R03	Enrolment
R04	External Research
R05	Ministry Reports
R06	Municipal Planning / Development
R07	School Boundaries
R08	Staff Research
R09	Strategic Planning
R10	Student Demographics
R11	Student Evaluation Research
R12	Students Research

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Class Code	Retention Category
S00	Student Records - General
S01	Attendance Counselling Records
S02	Attendance Registers
S03	Bursaries and Awards
S04	Bus Routes
S05	Continuing Education Student Marks / Appraisals
S06	Co-operative Education Student Record
S07	Exchange Programs
S08	Immigrant Student Assessments
S09	Ontario Student Records (OSR)
S10	Special Education Student Files
S11	Student Marks Register
S12	Student Master Records (SMRF) / Office Index Cards
S13	Student Report Listings / Student Lists
S14	Transfers / Admittances / Suspensions
S15	Vocational Assessment